
Introduction

Kennedy Baptist College's mission is "to provide educational excellence in a Christian context, addressing the needs of individuals for lifelong learning". We are committed to fulfilling this mission as a College community as we serve God by serving our students, families and each other. Underpinning the mission and culture of the College are our values defined as **faith, integrity, boldness, growth** and **service**.

- **Faith:** The Christian faith undergirds all the College's activities
- **Integrity:** The College Community demonstrates respect and honesty towards all its members and delivers on its promises
- **Boldness:** Staff and Students are bold in accepting the challenges on offer at the College and strive to achieve the best outcomes.
- **Growth:** College Community members develop their unique gifts and talents and strengthen their areas of weakness.
- **Service:** College community members serve others within the college, and local, national and international communities.

Role Summary

Position: Café Assistant

Responsible to: Café & Functions Manager

Job Purpose: To support the smooth, efficient and customer-focused operation of the café, providing high-quality food, beverages and service to students, staff and visitors.

Responsibilities

Major Responsibilities

1. Consistently model the College's Vision, Mission and Values in all dealings with students, staff and external parties.
2. Develop and maintain a professional working relationship with staff and perform duties in a professional manner.
3. Hands-on preparation of food, lunch orders and drinks for recess and lunch service.
4. Undertaking general serving duties of both food and/or refreshments in the cafe.
5. Assist with the preparation for and execution of catering for all College events and functions.
6. Modelling excellent and efficient customer service to students, staff and external parties in the cafeteria.
7. Kitchen cleaning including dishes and coffee machines.
8. Assist with all aspects of café stock.
9. Other duties within your skills, competence and training, at the request of the Café & Functions Manager.

Selection Criteria

Essential

1. Demonstrated commitment and capacity to actively promote the Mission and Values of Kennedy in the school community.
2. Demonstrated food preparation, beverage and service skills.
3. Relevant qualifications and/or experience in catering, functions or hospitality operations.
4. An ability to work with a team with varying levels of experience and skills.
5. Excellent attention to detail with a solution mindset that remains focused on delivery of outcomes.
6. Ability to work under pressure (within timetable constraints), work towards varying deadlines and thrives in a very busy and dynamic environment.
7. Excellent organisational and planning skills, with the ability to proactively manage concurrent activities and events.
8. Reliable, honest, approachable and friendly nature, modelling a professional work ethic.

Other qualifications / certifications/ experience

1. Current Food Safety Certificate
2. Clear understanding of Food Safety Guidelines
3. Current Working with Children Check
4. Excellent MS Office Suite skills
5. Barista training and experience

How to apply

To apply for an advertised employment position at Kennedy Baptist College please fill in the online [Employment Application Form](#) on our website.

Please ensure you have ready your CV, Cover Letter, Selection Criteria (if applicable), references, a written reference from your church pastor/minister and digital copies of all academic records. You will be asked to upload these documents as part of your submission of this application.

Please Note: Should you be invited to an interview, given the position applied for involves working with and actively presenting the Christian Gospel to children, you will be asked your personal views on Faith issues. Given the Christian nature of the College and the expectations of all who enrol, agreement with the College's [Statement of Faith](#) and [Staff Code of conduct](#) is a pre-requisite.